



## **NOTICE OF POSITION VACANCY GENERALIST DEPUTY CLERKS CHEYENNE, WYOMING**

Job Announcements 2008-05 and 2008-06  
FULL TIME TEMPORARY POSITIONS - One year and one day  
(Potential Full Time Permanent after one year)

---

**SALARY RANGE: CL24/01 - CL24/61 (Position has potential for promotion up to CL25)  
\$32,603.00 - \$53,043.00**

**CLOSING DATE: Open until filled**

The Clerk of Court Office in Cheyenne, Wyoming is currently accepting applications for two (2) Generalist Deputy Clerks. The successful applicants will be responsible for the following duties:

### **Occupational Information:**

#### **Docket Duties:**

- Maintains dockets
- Furnishes information regarding case status
- Opens and Closes cases
- Issues notices to parties and bar

#### **Courtroom Duties (Backup):**

- Attends court sessions
- Assists with the flow of proceedings, including, setting up the courtroom, managing exhibits and keeping minutes

#### **Intake Duties:**

- Is initial contact for the general public, litigants and the bar.
- Answers telephones, screens and routes callers
- Reviews and processes incoming documents
- Accepts fees and issues receipts

#### **Miscellaneous Duties:**

- Sorts, classifies, images and files case records.
- Copying documents for Court personnel, attorneys and general public.
- Performs any other duties assigned.**

**Qualifications:**

High school graduate or GED  
Two years of general clerical experience  
Preferred two years of specialized experience, in a Court or other legal setting  
Computer and word-processing experience  
Excellent verbal and written communication skills  
Self-starter with initiative  
Must be able to work well with Judges, the public and co-workers

**OTHER INFORMATION**

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits: all benefits federal employees are entitled including 11 paid holidays annually, accrual of vacation and sick leave, participation in Thrift Saving Plan, and health and life insurances.

**\*Salary commensurate with qualifications and promotional opportunities**

**To Apply:**

Submit a detailed resume of education, work experience, and salary history and Form AO 78 (available on our website), together with a cover letter in sealed envelope marked **CONFIDENTIAL**, to:

U.S. District Court  
Attn: Chief Deputy  
2120 Capitol Avenue, Room 2131  
Cheyenne, WY 82001

**\* \* \* EQUAL OPPORTUNITY EMPLOYER \* \* \***